

PERFORMANCE MEASUREMENT COUNTIES

Advisory Meeting

November 17, 1999 @ 10:00 A.M..

Human Resources Building

1325 J Street, Room 1519

Sacramento, California

Summary

1. Welcome-Joeana Carpenter welcomed everyone to the meeting. Joeana announced that Lois VanBeers had been appointed to Division Chief of the PPPD.
2. Agenda Review-Joeana Carpenter reviewed the agenda and asked for any additional items.
3. Summary Review-Hector Hernandez reviewed the summary of the previous month's meeting. No changes were identified. Hector also distributed a new sign in sheet that contained all the names, e-mail addresses, fax numbers and county addresses for all the PMC supervisors. He asked everyone to review the document as they signed in for the meeting. After he finalizes the list it will placed on the web page for use by all the PMC supervisors.
4. Categorical Eligibility for SSP TANF-Richard Trujillo indicated that Mike Pappin was not able to attend, however, he had received a copy of ACL 99-81 dated October 5, 1999 from Mike which he handed out to all the PMC supervisors. The ACL provides instructions on how to apply Categorical Eligibility to two-parent cases.
5. Sample Size Questions and Issues-Frank Andersen discussed the new sampling procedure that was implemented and with the exception of a few minor glitches he was satisfied with the new process. Frank asked the PMC supervisors for any specific sampling issues the supervisors wanted to discuss. Holly Hamilton from Riverside County stated that her county sample still had "38" type cases and because these cases were not reviewable wanted to know whether her county would receive additional replacement cases. Frank stated that a built in over sample would more than likely take care of this problem. Several representatives wanted to know who was going to pay the additional sampling costs incurred by the counties. Frank stated counties were allowed to recoup these expenses by filing the appropriate administrative claims. A discussion took place about concerns between the two review methods that were going to be used in the QDS vs. the Welfare to Work 30 cases. Frank stated that the agreement between the CDSS and the counties was that the counties would use the same data collection system for QDS and Welfare to Work 30 samples. The PMC supervisors requested that Frank provide another copy of the agreement between CDSS and the CWDA. Frank agreed to provide another copy. Hopi Rios from Contra Costa County also suggested that PMC supervisors share how the QDS system collects better data that is beneficial to counties as a way to establish consistency in each county. Frank suggested that all sampling questions be directed to him.
6. Data Builders Presentation-Jay Wilmer, Richard Wilmer provided training on creating an ad hoc report using the QCIS software. A handout and instructions were passed out to the PMC supervisors.
7. Q5I update-Hector Hernandez provided an update on the status of the Q5I project. Hector stated that one reason for discussing this project is to make everyone aware of how we currently do our work will change once the software is stored on the Internet. He stated that he needs to be informed about any problems any county may encounter converting to the new system. He was asked to revise and reissue the letter discussing the minimum hardware and software requirements. Hector and Richard agreed to reissue the letter. Hector indicated he would be releasing a survey in December on equipment and e-mail connections. Hector will update group.

8. Field Operations Presentation-Kris Waters reported that the CAP is due by December 1, 1999 to the feds. She also stated that the FOB "Non-Citizen special study" is still in progress and as soon as it is finalized it will be made available to the PMC supervisors. Johanna Johnson asked if a revised FS error rate for FFY98 will be issued. Kris reported that it has already been released. Tom Broderick requested that FOB address the current six month suspension on collecting TANF payment accuracy data on PA FS cases. Tom wanted to know what FOB anticipated when the suspension is lifted in March 2002? Kris will report at the January 2000 meeting.
9. Review Month Definition for TANF-Richard Trujillo reported that our policy is that the report month is the sample month. As an example, the report month for October will be reflected on the October CA-7 received in November. He stated that all questions should be directed to him.
10. Publications-Joeana Carpenter will discuss at the next meeting.
11. Frequently Asked Questions-Richard Trujillo handed out a listing of all the questions that had been raised at the recent training but had not been answered. He wanted all the PMC supervisors to review the document and provide him with any changes. He also stated that after reviewing the document if any new questions came up, they must be directed to him for inclusion in the final product. Richard stated that once the questions were finalized they would be placed on our web page.
12. Data Availability-Richard Trujillo-Richard indicated that an analysis is being made of TANF data required by federal regulations and that specified by federal statute. The feds have stated that as long as we report as accurately and timely data required by the statute no penalty would be imposed. The statute is being reviewed to ensure that data is included in the statement of facts.
13. County Strategies Dealing with CalWORKs and Food Stamp changes-Joeana Carpenter suggested that at each future PMC meeting we set aside a certain amount of time to break up into small groups and allow counties to share their individual best practices in meeting program objectives. Discussion followed with all the participants who liked the proposal. It was decided to make this topic a permanent agenda item.
14. Training Feedback-Richard Trujillo reported that over 120 state and county staff had been trained. He said the overall feedback was good on the format and content. County staff liked the idea of being off site so they could focus on the training material. They also enjoyed being able to contact the vendor whenever issues or questions were raised. Richard said he liked this procedure because the training served like a "beta test" and wanted to do something similar with future version releases. Tom Broderick suggested that in future training sessions a small, cross-county group get together to do a shake down of the training in order to get some of the bugs out. Donna Laird suggested that in the future two sessions be provided- one for new staff and one for experienced staff.
15. Disposition Format-Hector Hernandez asked whether the latest disposition report format met the needs of the PMC supervisors. The consensus was that the report met their needs. Hector will begin releasing quarterly disposition reports. The next release will be for all FFY99 in early January, 2000.
16. Data Reconciliation Update-Hector Hernandez updated the supervisors on the status of the project through the first three quarters of 1999. His staff was in the process of reviewing and processing the third quarter and would begin sending out the July 1999 cases in early December. He noted that all of the FFY 1999 retransmission must occur by December 30, 1999. Joeana stated that she had sent Dr. Tu (ACF) a letter to confirm what our final transmission dates are for FFY 1999.

17. Year 2000 Due Dates-Hector Hernandez distributed a handout on deadlines in the year 2000. Both field and federal transmission deadlines are included in the handout. Even though integrated reviews are no longer processed, both Food Stamp and TANF cases have the same monthly due date for simplification purposes.
18. Zero Grant cases ACL-Richard Trujillo distributed a draft transmittal that provides guidelines on when a zero grant case is reviewable. Four areas are identified in the transmittal. Richard requested comments as soon as possible so he can release the transmittal. Richard indicated that the transmittal will be assigned a number soon. Notice the transmittal number is 99-09.
19. Changing Review Month on Food Stamp Secondary cases-Hector Hernandez reviewed the final procedures on cases that are sampled for one month yet the reviewable action occurs in a different month. According to the agreement with the feds, no computer changes to the sample month need to occur. The reviewer will review the case to the appropriate action and document in the case notes of their action. The case will retain the original due date it was assigned when sampled.
20. "Vanishing cases"-Hector Hernandez discussed situations where the counties were not using the outstanding cases disposition report released by his staff to identify cases that had been transmitted, yet not received in Sacramento. Hector has changed the distribution process on the outstanding cases reports. Effective immediately, his staff will send each county's list of outstanding cases to the county PMC supervisor. FOB will continue to receive the entire report. After input from the counties it was agreed that the reports will go out weekly and during the deadline week it will be sent daily.
21. Year 2000 PMC meeting dates-Hector Hernandez asked representatives from each of the county corrective action groups (Bay Area, Valley and Southern Counties) to review the proposed meeting dates for 2000 for any meeting conflicts. Representatives from each group stated that the proposed dates (proposed at the previous meeting) were not in conflict. Hector will secure meeting locations in Sacramento for all of the meetings.
22. Non Custodial Parent-Frank Andersen reported that TANF regulations state you can aid a non-custodial parent. He further stated that the potential universe for these parents is small in California. However, he also stated, there are six counties involved in a pilot project to study the NCP's. Frank requested that any PMC county that begins to aid NCP's to let him know immediately. It may require that QDS reactivate that data field (#31) to begin collecting information on this group.
23. Communication-discussion on how to improve the communication between counties and the state. Counties want to be informed whenever something will be delayed so that alternate steps can be taken. Joeana stated that the Taskforce would prefer to be contacted as soon as problems occur rather have counties wait until the PMC meeting to present their problem. The goal was to resolve the problem as soon as possible and not delay the resolution.
24. Next Meeting- THERE WILL BE NO PMC MEETING IN DECEMBER. THE NEXT MEETING WILL BE ON TUESDAY JANUARY 11, 2000.